

CLANDESTINE SERVICE SUPPORT OFFICERS' MEETING

DDS Conference Room

12 August 1970

1. Present were:

25X1A

[Redacted]

2. Items of interest at the DDP Staff Meeting:

a. Liaison Visits to Washington DDP requested that field proposals for foreign liaison visits to Washington be reviewed very carefully to make sure that they are spaced-out properly and don't create too much of a load on senior agency officials. Chief, FI is the CS coordinator for this purpose.

b. Component Chief Absences from Office DDP requested that component chiefs keep their secretaries informed when they are out of their offices. This is to assure that they can be contacted when urgent matters come up, or at least that it will be known when they will expect to return to their office.

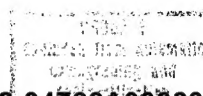
c. Tightening of Security at Airports DDP noted that domestic and foreign airports are tightening their security to counter hijackers and smugglers. Although they are not searching for classified papers, such papers could be surfaced in these searches. He directed that classified papers not be carried by Agency travelers [Redacted]

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[Redacted]

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e. DDP Leave Plans Mr. Karamessines will be on leave from noon 13 August through 31 August. He will return to duty 1 September. [REDACTED] will be Acting DDP.

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3. Items of interest at the DDS Staff Meeting:

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a. Chief of Support, OC Mr. Bannerman announced that John [REDACTED] has been designated Chief of Support for Commo, replacing [REDACTED] John will be in Headquarters for about 5 days beginning 14 September and will report for duty in October.

b. Executive Director-Comptroller Absence Col. White will be on leave from 13 to 31 August 1970.

c. FY 1972 Budget Mr. Bannerman announced that BOB has indicated the Agency must take a substantial cut in its FY 1972 money budget. No further personnel cuts have been imposed but the consensus is that we will later be directed to take another percentage cut.

d. 1970 Training Catalog OTR has produced an entirely new catalog of courses for 1970, in loose-leaf format to permit rapid revisions. Your Training Officer should soon have his copy of this 203 page document which will be much more useful than the material provided in the past. In discussing the catalog, Mr. Cunningham noted that OTR has observed too few people in the components seem to know who their Training Officer is and how the individual would go about learning what courses are available and the requirements for attendance. He hopes this brightly done catalog won't be stuck away and seldom referred to.

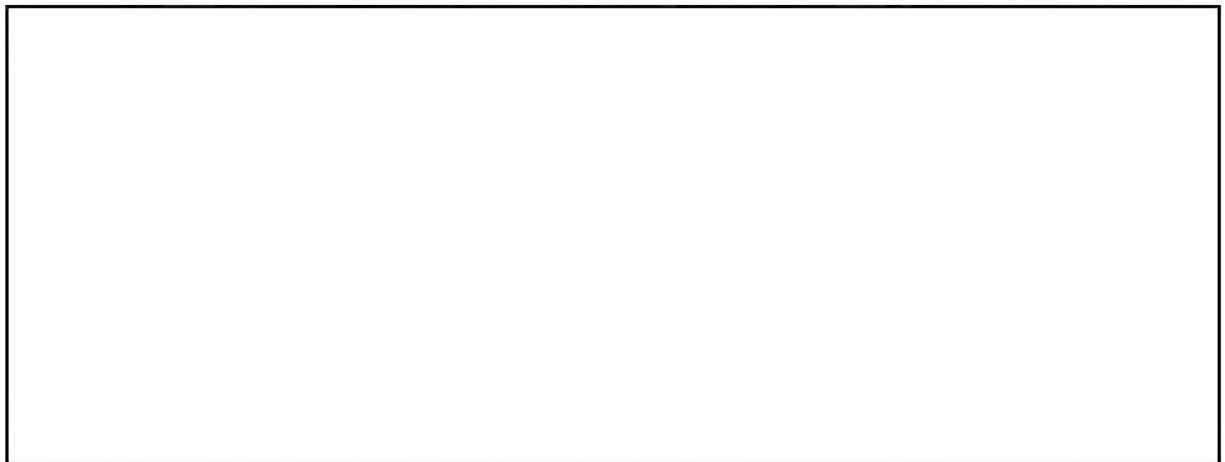
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e. New Service in "Sit-Down" Cafeteria GSI has requested and received permission to change the present table service cafeteria to a eat-all-you-want buffet style which has proven successful in other installations. Rearrangements will be completed by the latter part of September. The flat price per meal will be \$1.65 (including tax).

4. Other items of interest:

a. Permanent System for Salary Adjustments Some of you may not have seen a recent press item on a permanent system for adjusting the pay of Federal employees (except postal workers). We have reproduced a copy of the Civil Service Commission's news release for your information.

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c. CT Training Program [redacted] as the head of the CT Training Program in OTR. [redacted] has been awarded a Congressional Fellowship.

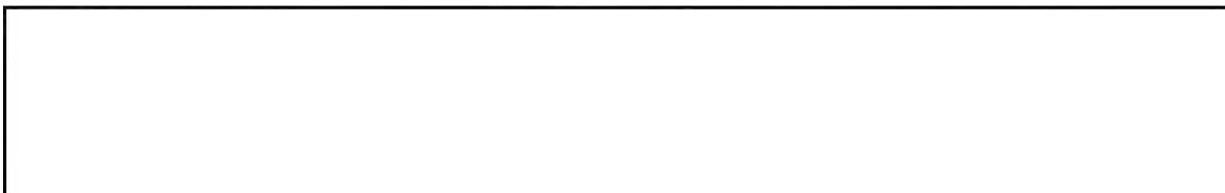
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e. Confidential Funds Payroll A proposal has been made by Finance and approved by DDP and DDS that the confidential funds payroll be put on a two-week basis rather than the present four-week basis. This will involve duty status reporting from the field on a two weekly basis using a new computer punch card form. The new form would be preprinted to include pseudonym, employee number and FAN account number and sent to the field for insertion of payroll period and duty status. It is hoped that this change can be made at the beginning of calendar year 1971.

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g. CIARDS Retirement Quota The Agency is requesting that the 400 quota for CIARDS retirements in the second 5-year period be raised to 800.

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h. Court Leave As you know, time spent by an employee on jury duty or as a witness for the U.S. or District of Columbia government is chargeable to "Court Leave." Time spent as a witness in a judicial proceeding on behalf of a state or local government may not be charged to court leave. If you have any instance of the latter type, please see me or to discuss the appropriate leave charge.